

**COMMUNITY RELATIONS****Notification of Meetings****A. Generally**

The Stafford County School Board, through the clerk, shall notify the residents of the division in advance by whatever means the clerk deems appropriate of all official meetings of the board, including the time and place.

**B. Notification on a Continual Basis**

Requests to be notified of board meetings on a continual basis shall be made at least once a year in writing and include name, address, zip code and organization if any, together with an adequate supply of stamped self-addressed envelopes.

**C. Public Attendance**

The public is encouraged to attend all open meetings of the board. Any person wishing to address the board should abide by the procedures as outlined in this manual at #1-41 "Citizen Participation."

Legal Reference: Through June 30, 1997

Code of Va., §2.1-343. Meetings to be public; notice of meetings; recordings; minutes; voting.—Except as otherwise specifically provided by law and except as provide in §2.1-344 and §2.1-345, all meetings of public bodies shall be public meetings, including meetings and work sessions during which no votes are cast or any decisions made. Notice including the time, date and place of each meeting shall be furnished to any citizen of the Commonwealth who requests such information. Notices for meetings of public bodies of the Commonwealth on which there is at least one member appointed by the Governor shall state whether or not public comment will be received at the meeting, and, if so, the approximate points during the meeting public comment will be received. Requests to be notified on a continual basis shall be made at least once a year in writing and include name, address, zip code and organization of the requester. Notice, reasonable under the circumstances, of special or emergency meetings shall be given contemporaneously with the notice provided members of the public body conducting the meeting.

(continued)

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Unless otherwise except, at least one copy of all agenda packets and materials furnished to members of a public body for a meeting shall be made available for inspection by the public at the same time such documents are furnished to the members of the public body.

Any person may photograph, film, record or otherwise reproduce any portion of a meeting required to be open. The public body conducting the meeting may adopt rules governing the placement and use of equipment necessary for broadcasting, photographing, filming or recording a meeting to prevent interference with the proceedings.

Voting by secret or written ballot in an open meeting shall be a violation of this chapter.

Minutes shall be recorded at all public meetings. However, minutes shall not be required to be taken at deliberations of (i) standing and other committees of the General Assembly, (ii) legislative interim study commissions and committees, including the Virginia Code Commission, (iii) study committees or commissions appointed by the Governor, or (iv) study commissions or study committees, or any other committees or subcommittees appointed by the governing bodies or school boards of counties, cities and towns, except where the membership of any such commission, committee or subcommittee includes a majority of the governing body of the county, city or town or school board. (1968, c. 479; 1973, c. 461; 1976, c. 467; 1977, c. 677; 1982, c. 333; 1989, c. 358; 1990, c. 538; 1993, c. 720; 1995, c. 562.)

Adopted by School Board: March 24, 1987

Amended by School Board: February 12, 1991